



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: LONG-TERM CARE OMBUDSMAN

SALARY: \$37,700 – \$47,200

GRADE: 111

CLOSING DATE: Continuous Recruitment

POSITION: A Long-Term Care Ombudsman receives, investigates and seeks to resolve complaints from, or on behalf of, residents of long-term care facilities and domiciles in the City of Baltimore. Employees work a conventional workweek that may include occasional evening work.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management;

AND

Have a bachelor's degree in social work, gerontology, nursing, public health administration or a closely related social service field from an accredited college or university;

AND

Have two years of experience in advocacy, aging or related work.

NOTE: YOUR LICENSE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE.

NOTE: Within six months of hiring, employees must be certified as an Ombudsman by successfully completing 20 hours of classroom training from either the Baltimore City Commission of Aging and Retirement Education or the Maryland State Department of Aging, Office of the State Long-Term Care Ombudsman and must maintain current certification.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

CONTINUOUS RECRUITMENT: Vacancies may be filled at any time. Applications will be processed in the order in which they are received. Delay in filing your application may prevent you from being considered for vacancies.

81387 (022801) 111 U (3) Q
KMT/mk POSTED: 10/15/01

Salary Increased: 7/1/01 & 7/1/02

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.



Baltimore City
Department of Human Resources
201 East Baltimore Street
Suite 100
Baltimore, Maryland 21202